



SEKHUKHUNE DISTRICT MUNICIPALITY

DEPARTMENT: OFFICE OF THE CHIEF WHIP

MANAGER: CHIEF WHIP'S OFFICE

DURATION: PERMANENT

SALARY PACKAGE: R640 486.62 per annum (Total cost to Council)

REQUIREMENTS: ♦ B-Degree in Admin or relevant qualification and three to five (3-5) years of experience in the relevant field of which three (3) must be at middle management.

♦ The following technical and behavioural competencies are required: ♦ Interpretation of Local Government statutes, Council processes and procedures. ♦ Research methodology. ♦ Understanding of administration and political mandate. ♦ Strong leadership skills and ability to work under pressure. ♦ Honest and reliable. ♦ Complex problem-solving and feedback.

KEY PERFORMANCE AREAS: ♦ Manage the Chief Whip's Office diary and daily programmes by research and advise on strategic political matters. ♦ Manage Council Secretariat services by communicating with the Office bearers. ♦ An incumbent should be able to evaluate and recommend on the applicability of specific key performance indicators and measures against outcomes detailed in the departmental SDBIP. ♦ An incumbent would also deal with management function and staff supervision so that the employees are productive. ♦ Monitoring of the adequacy of training interventions in support of personal development is recommended.

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

SECRETARY

DURATION: PERMANENT

SALARY PACKAGE: R186 827.87 per annum (Excluding benefits)

REQUIREMENTS: ♦ Diploma in Office Administration or relevant qualification plus one to two (1-2) years' experience in the related field. ♦ The following technical and behavioural competencies are required: ♦ Telephone etiquette. ♦ Writing skills. ♦ Computer literacy. ♦ Organisational awareness. ♦ Behavioural competencies include: ♦ Writing and communication skills. ♦ Listening skills. ♦ Creative and innovative. ♦ Multitasking. ♦ Customer relations. ♦ Reporting skills. ♦ Confidentiality. ♦ Continuous improvement. ♦ Inter-personal relations.

KEY PERFORMANCE AREAS: ♦ Secretarial support and information record keeping. ♦ General office support and Reception / Telephonist services. ♦ Administrative Functions, which include co-ordinating specific administrative and reporting requirements associated with the key performance and result indicators of the functionality. ♦ Any other instructions from the Seniors in the work environment.

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

MANAGER: SPECIAL PROGRAMMES

DURATION: PERMANENT

SALARY: R640 486.62 per annum (Total cost to Council)

REQUIREMENTS: ♦ Bachelor's Degree / three (03) year qualification in Education, Developmental studies, Politics or Public Administration plus three to five (3-5) years' related work experience of which three (03) years must be at middle management. ♦ Knowledge and understanding of Local Government legislations. ♦ The incumbent will also be expected to have a sound understanding of computer packages (MS Word, Excel, PowerPoint etc), numerical and communication skills.

KEY PERFORMANCE AREAS: ♦ Facilitate gender empowerment programmes. ♦ Provide ongoing review and analysis of existing related policies to ascertain their effectiveness in mainstreaming race, gender and disability within the SDM environment. ♦ Manage Advocacy and special programmes and develop, implement and monitor advocacy awareness campaigns and special programmes. ♦ Provide support to Youth Advisory Centres and develop action plans for focus months. ♦ Any other duties assigned from time to time by Seniors in the District.

DEPARTMENT: COMMUNITY SERVICES

ENVIRONMENTAL HEALTH OFFICER

DURATION: PERMANENT

SALARY PACKAGE: R256 474.64 per annum (Excluding benefits)

REQUIREMENTS: ♦ Degree / Diploma in Environmental Health Services or relevant qualification and two (2) years of experience in the relevant field. ♦ The following technical and behavioural competencies are expected: ♦ Methodological skills. ♦ Tactical. ♦ Driver's licence. ♦ Knowledge of environmental legislation and policies. ♦ Project management. ♦ Computer literacy. ♦ Communication skills. ♦ Decision-making skills. ♦ Working independently. ♦ Negotiation skills. ♦ Inter-personal skills. ♦ Excellent organisational skills.

KEY PERFORMANCE AREAS: ♦ Surveillance and investigations of healthy premises by conducting and investigating of residential, commercial, open spaces, public facilities and other occupied premises and ensuring compliance to by-laws and statutory legislations. ♦ Enforcing compliance by seeking approval and serving compliance orders and notifications to stop or correct specific sequences to enable compliance. ♦ Monitoring conformance with served orders through scheduled or ad hoc inspection. ♦ Reporting continuous infringement or serious contraventions to the immediate superior for approval to institute further or urgent measures such as termination of operations, closure of premises and issuing of final orders and notices. ♦ Render environmental awareness by facilitating awareness and educational programmes on environmental health.

DEPARTMENT: COMMUNITY SERVICES

**PRINCIPAL OF EMERGENCY MANAGEMENT SERVICES
TRAINING ACADEMY (SDM)**

DURATION: PERMANENT

SALARY PACKAGE: R615 615.75 per annum (Total cost to Council)

REQUIREMENTS: ♦ NFPA 1041 Instructor; BAC; AEA Diploma in Fire Technology; Registered Assessor; Registered Moderator; EDC and three to five (3-5) years of relevant experience in the field. ♦ The following technical and behavioural competencies

are required: ♦ Thorough knowledge of the Fire Brigade Services Act, 99/1987 and other applicable legislation. ♦ Outstanding leadership qualities. ♦ Excellent knowledge of disaster management strategies, fire-fighting strategies, community awareness strategies and participation strategies. ♦ Code C driver's licence with PrDP. ♦ Must be able to handle stressful situations. ♦ Must not be claustrophobic. ♦ Communication skills. ♦ Inter-personal skills. ♦ Negotiation skills. ♦ Computer literacy.

KEY PERFORMANCE AREAS: ♦ Manage training programmes / Conduct training lessons by managing basic resources essential for the instructional process. ♦ Assembling course materials, resources and equipment needed to deliver the lesson. ♦ Planning, preparing and co-ordinating topics for each lesson. ♦ Ensure effective instructional development. ♦ Ensure the delivery of instructional session utilising prepared course material. ♦ Giving continuous assessments and conduct evaluation. ♦ Organising the classroom, laboratory or outdoor learning environment. ♦ Implement operational and administrative policies including relevant legislations. ♦ Give administrative support by compiling reports. ♦ Ensuring that Training Expenditure and reports are updated and submitted when necessary, ensuring records and related information are maintained and details / correspondences supporting specific processes in Training are made available to facilitate the execution of necessary functions.

DEPARTMENT: SPEAKER'S OFFICE

DRIVER

DURATION: PERMANENT

SALARY PACKAGE: R300 500.91 per annum (Excluding benefits)

REQUIREMENTS: ♦ Grade 12 and endorsed code 08 driver's licence plus two (2) years of experience in driving Executives. ♦ PDP will be a recommended. ♦ The following technical and behavioural competencies are expected: ♦ Defensive driving. ♦ Knowledge of VIP protection. ♦ Security clearance. ♦ Map reading and interpreting. ♦ Ability to keep confidential information. ♦ Ability to work under pressure. ♦ Reliability. ♦ Punctuality. ♦ Working overtime and weekends.

KEY PERFORMANCE AREAS: ♦ Perform driving functions for Speaker by receiving instructions from the Speaker to drive to certain destinations. ♦ Transport the Speaker to and from scheduled public events and functions. ♦ Communicate with protection personnel on specific safety requirements and apply agreed procedures to avoid life threatening incidents. ♦ Provide VIP security services to the Speaker. ♦ Providing armed protection for the Speaker. ♦ Patrolling areas and checking signs of unauthorised entry. ♦ Maintain the Speaker's vehicle by checking that specific safety requirements have been complied with prior to departure. ♦ Updating and maintaining mechanical systems of the vehicle and ensuring hygiene of the vehicle.

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

SENIOR TOWN PLANNER

DURATION: PERMANENT

SALARY PACKAGE: R615 615.75 per annum (Total cost to Council)

REQUIREMENTS: ♦ B-Degree in Town and Regional Planning or Development Planning or Urban Regional Planning and registration as Professional Planner with South African Council for Planners plus three (3) years of experience in Town Planning at supervisory level. ♦ The following technical and behavioural competencies are expected: ♦ Understanding of legislative framework governing special planning. ♦ Project management. ♦ Legislations governing Local Government planning. ♦ Computer literacy. ♦ People management. ♦ Analytical, facilitation, problem-solving and negotiation skills. ♦ Innovative. ♦ Inter-personal relations. ♦ Active listening. ♦ Critical thinking. ♦ Honesty. ♦ Reliability. ♦ Sensitivity. ♦ Tactful. ♦ Flexibility. ♦ Ability to work under pressure.

KEY PERFORMANCE AREAS: ♦ Render development, monitoring and review of spatial development framework. ♦ Facilitate land use management processes including land use schemes by reviewing land use management schemes in consultation with Local Municipalities. ♦ Ensuring that every five years land use schemes are updated in line with new trends and developments. ♦ Support and facilitate district development planning tribunal. ♦ Facilitate housing programmes in the district in consultation with Provincial Government. ♦ Facilitate engineering services and comments on land development applications. ♦ Co-ordinate participation of traditional authorities in land development processes. ♦ Render administrative functions by co-ordinating specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

CLOSING DATE: 31 JULY 2015

ENQUIRIES: Lekgoro Patrick at Tel. No. 013-262 7300.

Sekhukhune District Municipality is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representativity (in terms of race, gender and disability) in the District Municipality through the filling of these positions and candidates whose appointments will promote representativity will receive preference. Please forward your application letter with detailed CV and certified certificates to the Department of Corporate Services for the Attention: **Ms Mary Maboea / Mr Makgalemane Mapheto** at the following address: **The Municipal Manager, Sekhukhune District Municipality, Private Bag X 8611, GROBLERSDAL, 0470, Tel. 013-262 7738 / 7774 / 175 or hand-deliver at Old Mutual building, Hereford Street, GROBLERSDAL on or before 31 July 2015.**

Please note that faxed and e-mailed CVs are not acceptable. Sekhukhune District Municipality reserves the right not to make an appointment. Correspondence will be limited to successful candidates only. If you do not receive any response from us within three months from the date of this advertisement, please accept that your application was unsuccessful. Canvassing for employment on the Council is strictly prohibited. Visit our website at www.sekhukhune.gov.za

MUNICIPAL MANAGER: Ms M.F. MOKOKO